

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 10 / 30 / 18

Date of meeting 11 / 7 / 18

(City Council meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Jared Yost, City of Sandpoint

Address: 1123 Lake Street, Sandpoint Idaho 83864

Phone number and email address: 208-265-1480 jyost@sandpointidaho.gov

Authorized by: Aaron Quis

*name of City official*

*City official's signature*

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Request for permission to remove Right of Way tree

Summary of what is being requested: Removal of Maple Tree at 502 Superior St.

Sandpoint Tree committee has reviewed the request 10/15/18 and recommend council approve deny

request. Urban Forester recommends approval of the request.

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? ☐ Yes ☒ No

If yes, in what way? \_\_\_\_\_

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?  
**Yes or No**

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: ☐ Yes ☒ No

4. Is an enforcement plan needed? **Yes or No** Additional funds needed? **Yes or No**

☐ Yes ☒ No

☐ Yes ☒ No

5. Have all the affected departments been informed about this agenda item? **Yes or No**

☒ Yes ☐ No

**This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.**

**ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM**

**CITY OF SANDPOINT  
AGENDA REPORT**

**DATE:**11/7/18

**TO:** MAYOR AND CITY COUNCIL

**FROM:** Jared Yost, Urban Forester

**SUBJECT:** Request for removal of street trees

**DESCRIPTION/BACKGROUND:**

Homeowner at 502 Superior Street has requested to remove an approximately 21" DBH Norway Maple from the ROW. The homeowner needs to remove the tree to accommodate a 12' driveway to a 3 car garage. The Tree Committee recommend that council deny this request.

Sandpoint Tree Committee Meeting

Oct. 15, 2018 Tree removal request for 502 Superior - Motion to deny removal.

Due to the fact that there was no apparent consideration for the welfare of these trees when the building permit was approved, and that the planned driveway would inevitably damage these trees as they stand, we do not believe that any trees should be removed. However, we are concerned that putting a driveway between the two existing trees likely will kill both. We vote to deny the request.

The Urban Forester recommends approval of the request as not allowing the tree to be removed will put two trees at high risk.

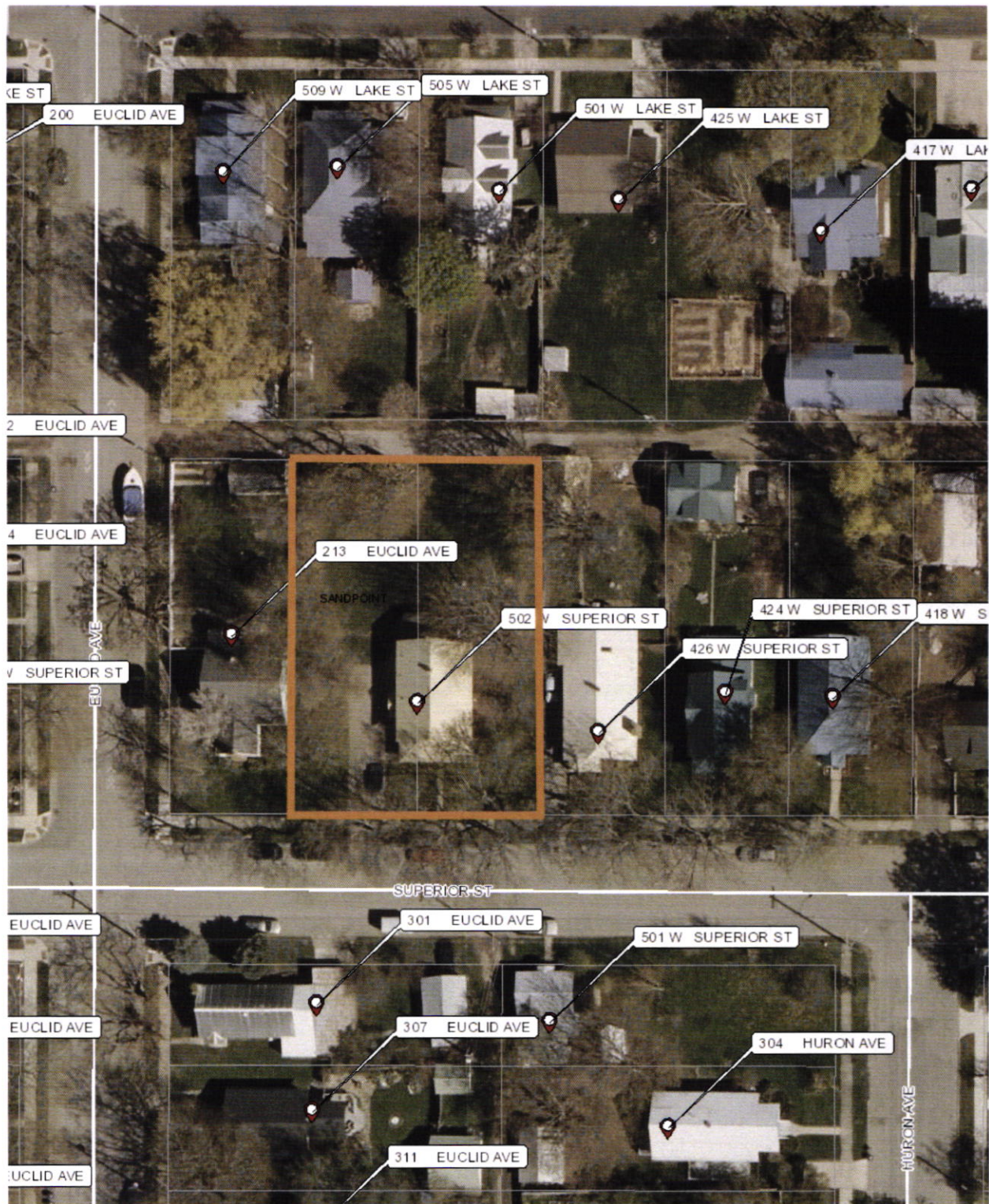
**STAFF RECOMMENDATION:** Approve request for removal

**ACTION:** NA

**WILL THERE BE ANY FINANCIAL IMPACT?**

**HAS THIS ITEM BEEN BUDGETED?** Yes

**ATTACHMENTS:** Application, Map, Photo









# CITY OF SANDPOINT URBAN FOREST PERMIT TO DO TREE WORK

TYPE OF WORK: REMOVAL ☒ PRUNE ☐ PLANT ☐ [Check appropriate box(es)]

Date Of Request: 10/12/2018

Request Taken By: \_\_\_\_\_

Name: Dave Mundell

Address: 502 Superior Street Sandpoint, ID 83864

Person And Phone Number: \_\_\_\_\_

All work will performed by Dave Mundell or Mountain View Construction  
(Landowner/ Representative)

Or by Travis Miller- Apex Tree Removal, a contractor licensed by the city to  
(Contractor)

work on trees in the ROW or Parks, License number: \_\_\_\_\_, and will be complete in 30 days.

LOCATION, NUMBER, KIND OF TREES AND REASONS FOR REMOVAL, PRUNING OR PLANTING

(Attach additional pages if necessary):

Remove one (1) 16" wide Maple tree (2nd tree west from east property line)  
to accomodate a +/- 12' driveway & to 3 car garage.

Proposed Start Date: 10/22/2018

Proposed Finish Date: 10/22/2018

Property Owner's Name: Dave Mundell

Property Owner's Phone Number: \_\_\_\_\_

Property Owner's Address: 502 Superior Street Sandpoint, ID 83864

Work Site Address (If Different): \_\_\_\_\_

**Note: If your project will impair traffic flow on any City street, you will need to also apply at the Public Work Department for an Encroachment Permit at least 48 hours before work commences. 263-3407.**

APPLICANT'S SIGNATURE: (The property owner or designee agrees that s/he is familiar with the City's ordinances regarding its community forest and is familiar with the City's Arboriculture Manual that specifies practices in regard to public right-of-way trees. Holder of this permit agrees not to hold the City of Sandpoint or any employees thereof responsible for any liability by accident to permit. Any work improperly done by the holder of the permit will be assessed remediation costs.)

Dave F Mundell

Date: Oct 12, 2018

COMMUNITY FOREST PROGRAM: PRE-INSPECTED AND APPROVED BY:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY REQUIREMENTS/ RECOMMENDATIONS:

NOTICE OF COMPLETION: POST-INSPECTION AND APPROVAL BY:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

Instructions are on the back of this form.

## PERMIT INSTRUCTIONS/ REMINDERS

- When you (or your company) fill out the request, turn it in to either the Public Works Department desk or the Planning Department desk, both of which are located on the second floor of City Hall, 1123 Lake Street.

If you choose **to mail** in your application, mail it to:

City Forester  
1123 Lake Street  
Sandpoint, ID 83864

- By City Ordinance, any person performing work for a fee on public right-of-trees/ shrubs must be bonded and carry workman's compensation on their employees. You are likely safe if you pick an arborist listed in the phone book yellow pages. But, be sure to ask the contractor.
- **Start Date:** You have to allow at least ten working days between the time you submit this application (and it is in the hands of the Community Forest Coordinator) and the time you plan to start work. This time period will allow the City time to review the application and to return its recommendations and sign-off on the project.
- **Finish Date:** The approved application **expires 30 days** after the projected "Finish Date" unless otherwise authorized in writing by the Community Forest Coordinator.
- If you are a **resident who rents** the property that abuts the project area, you will have to get the actual property owner's signature on this form. If that does not appear to be easily done, you must talk with the Forest Coordinator about possible solutions before you submit this application.
- Please keep the City **approved application** form at the project site. As soon as is practical, after the work is completed, call the City's Forester 255-1443 or the Planning Department 263-3370 and **request a "Post-Inspection."** If the work done is appropriate, the Forest Coordinator or his/ her designee will then sign-off on this application.
- Copies of the City's **Arboriculture Manual** can be obtained for a small fee from the Planning Department. Or, you can download a copy or view it online at <http://www.cityofsandpoint.com/communityforestry.asp>

This manual describes what in detail can be done with respect to the removal, trimming and planting of trees/ shrubs within the public right-of-ways. We highly recommend you study of the manual before you turn in this application or call the City Forester for advice: 255-1443.

